

CASE INITIATION

STEP 1 - Log into FSX

1. Log into FSX @ <https://secure.fileandservexpress.com/Login/Login.aspx>
2. Type in your User ID and Password.
3. Click "Sign In".

File & Serve Xpress™

Sign In to File & Serve Xpress™

2 Max Powers

3 Sign In

Register Forgot Password

Need more help?
Call Customer Support at 1-888-529-7587

STEP 2 - How to Start a Transaction

1. On the Home Page, hover over "Filing & Service".
2. Select "Start a Transaction" from the drop down. This will take you to a new screen.

HOME **FILING & SERVICE** ALERTS SEARCH

1

2 Start A Transaction

► Quick Start

State Saved Transactions

Court Scheduled Transactions

CaseNumber OR CaseName

File/Serve Case Search Set Track Case

3. Under the blue "Select Court and/or Case for Filing" banner, select the "File a New Case" button.
4. Select "WY District Court" from the dropdown.
5. Click the "Find" button.

6. Click the small blue icon with a white arrow in it below "Court List".

7. Select the Case Type, "Civil Action" from the drop down.
8. Enter a "Case Name" in the text box.
9. Click the "Submit" button. This will take you to the documents tab.

STEP 3 - How to Attach Documents to Your Filing

1. Under Category, select "New Case Filings" from the drop down.
2. Select the document Type, "Complaint".
3. Enter a "Title" for the document.
4. Click the gray box labeled, "Choose a file" to open your computer's hard drive. Find your document and double-click on it to select the document.
5. Select Access type "Public".
6. Click the "Attach Document" button.
7. To attach additional documents repeat steps 1-6.
8. Click the "Case Parties" tab on the top of the page next to the "Documents" tab to move to the next screen.

STEP 4 - Adding Initiating Parties (i.e. Plaintiff, Petitioner, etc.)

1. Select the "Initiating Party" button.

2. Under "Party", select the Party type "Plaintiff" from the drop down.
3. Under "Entity", select the Entity type "Individual" from the drop down.
4. Enter the "Party Name" in the First, Middle, and Last Name fields.
5. Select an "Attorney" from the drop down.
6. Under "Attorney Type", select "Attorney in Charge" from the drop down.
7. Click the "Save Party" button.
8. You may add as many initiating parties as you would like by repeating steps 1-7.
9. Remain on this screen and move to step 5.

The screenshot shows a form for adding a party. It includes the following elements:

- Party***: A dropdown menu with "Select a Party Type" and a downward arrow. A green number 2 is to its left.
- Entity***: A dropdown menu with "Individual" and a downward arrow. A green number 3 is to its right.
- Party Name***: Four input fields labeled "First Name", "Middle Name", "Last Name", and "Suffix". A green number 4 is to the left of the "First Name" field.
- Attorney***: A dropdown menu with a downward arrow. A green number 5 is to its left.
- Attorney Type***: A dropdown menu with "Select a type" and a downward arrow. A green number 6 is to its left.
- Save Party**: A blue button with a white question mark icon. A green number 7 is to its left.

STEP 5 - Adding Additional Parties (i.e. Defendant, Respondent, etc.)

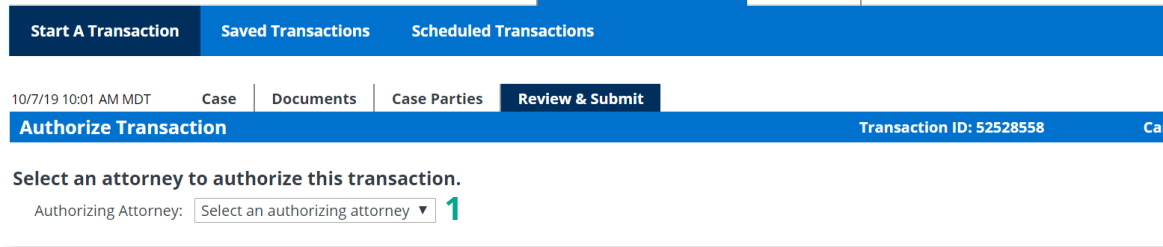
1. Select the "Additional Party" button.
2. Under "Party", select the Party type "Defendant" from the drop down.
3. Under "Entity", select "Individual" from the drop down.
4. Enter the "Party Name" in the First, Middle, and Last Name fields.
5. Click the "Save Party" button.
6. You may add as many additional parties as you would like by repeating steps 1-5.
7. Click "Review & Submit" to move to the next screen.

The screenshot shows the "Case Parties" management interface. It includes the following elements:

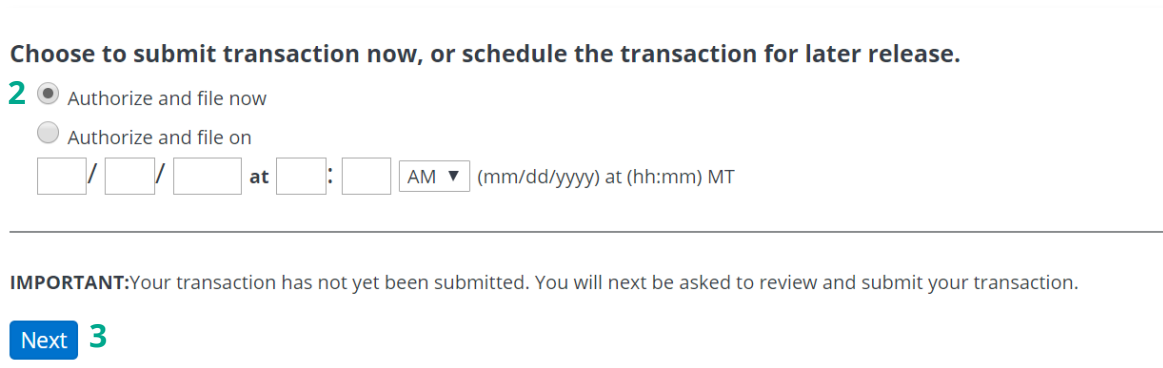
- Navigation Bar**: Shows "10/7/19 10:09 AM MDT", "Case", "Documents", "Case Parties" (highlighted), and "Review & Submit".
- Instructions**: "Enter or select information for each party you want to add to this case. Then click **Save Party**. To edit a party, select the party from the **Party List**."
- Party Selection**: Two radio buttons: "Initiating Party (e.g. plaintiff, petitioner)" and "Additional Party (e.g. defendant, respondent)". A green number 1 is to the left of the "Additional Party" option.
- Party***: A dropdown menu with "Defendant" and a red "x" icon. A green number 2 is to its left.
- Entity***: A dropdown menu with "Organization" and a downward arrow. A green number 3 is to its right.
- Party Name***: An input field labeled "Organization Name". A green number 4 is to its left.
- Save Party**: A blue button with a white question mark icon. A green number 5 is to its left.

STEP 6 - How to Review & Submit Your Filing

1. Select an "Authorizing Attorney".



2. Scroll to the bottom of the page and select the "Authorize and file now" button.
3. Click the "Next" button to move to the next screen.



4. Scroll down the page to review your filing. Once you have reviewed your information, click the "Submit Transaction" button to complete your filing.

